

**CITY OF AUSTIN
PURCHASING OFFICE
SCOPE OF WORK POTTED PLANTS AND TREES FOR MITIGATION SERVICES**

1.0 SCOPE

The City of Austin's (COA) Electric Utility Department is hereinafter referred to Austin Energy (AE) seeks to establish a contract with a single Vendor able to provide AE with a ready supply of specified container-grown trees and plants to be used by various City locations. A contract will be awarded to provide trees and plants on an as needed basis as stipulated in this solicitation. This contract does not guarantee any volume of work or contract amount. The quantity of plants or trees purchased will vary, depending on budget and need.

2.0 CONTRACTOR QUALIFICATIONS

- 2.1 The Contractor shall be an established wholesale or retail commercial nursery licensed by the Texas Department of Agriculture regularly engaged in the business of providing supply planting stock for a minimum of three (3) consecutive years within the last five (5) years.
- 2.2 The Contractor shall provide a list of at least three (3) customer references from current Nursery customers or who have purchased similar trees and/or plants in the past.
- 2.3 The Contractor shall have a facility located within a 25 mile radius of the Texas State Capitol.

3.0 CONTRACTOR RESPONSIBILITIES

- 3.1 The Contractor shall maintain a sufficient stock or have immediate access to healthy, vigorous, high quality "nursery grown," container-grown trees and plants unless otherwise specified.
- 3.2 The Contractor shall ensure that all container-grown trees and plants are well established in the container. Each tree or plant shall be labeled, by common name, on the container with a grease pencil or with securely attached waterproof tag.
- 3.3 The Contractor shall be responsible for delivery of trees and plants to various City locations; however, AE reserves the right to pick up the trees and/or plants from the Contractor when deemed necessary by the AE Project Manager or their designee.
- 3.4 If the specified tree and/or plant are not available in the size, variety, quantity, or other specified quality when requested, the Contractor shall be able to demonstrate a good faith effort to the AE Project Manager or their designee that a substitute product could not be found in the local area.
- 3.5 The Contractor shall provide all labor, parts, equipment, materials, tools, supervision, and transportation required to perform the delivery services described herein if delivery services are required.
- 3.6 The Contractor shall provide a point of contact for receiving orders from AE. A

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City representative from AE will contact the Contractor by e-mail, fax, or telephone to place an order for trees and/or plants.

- 3.7 The Contractor shall comply with all health, safety and environmental laws (see Paragraph 11 in Section 0300).

4.0 AUSTIN ENERGY (AE) RESPONSIBILITIES

- 4.1 AE will notify the Contractor by phone, fax, or email to place order requests as specified in Section 0400. The request will include the item description, quantity, container size, and a unique purchase order number. AE will pick up order unless otherwise specified.
- 4.2 AE reserves the right to inspect all trees and/or plants for size and condition of root systems, insects, injuries, latent defects, for compliance with requirements for genus, specie, variety, size, for quality condition.
- 4.3 AE reserves the right to accept or reject any and all trees and/or plants that do not meet the minimum applicable specifications and standards in accordance to Paragraph 5.0, Product Requirements.

5.0 PRODUCT REQUIREMENTS

- 5.1 All trees and plants shall conform to the following specifications and standards to include, but are not limited to:
- 5.1.1 American Standard for Nursery Stock, ANSI Z60.1, current edition. American Association of Nurserymen.
- 5.1.2 “Grades and Standards”, current edition. Texas Association of Nurserymen.
- 5.2 All trees and plants shall have a growth habit normal for the species and variety. Tree sizes shall range to the following sizes at Maturity level:
- 5.2.1 Small: 12 to 25 feet
- 5.2.2 Medium: 25 to 40 feet
- 5.2.3 Large: 40 feet or taller
- 5.3 A tree and/or plant shall be dimensioned as it stands in its natural position.
- 5.4 The bark of the woody tree and/or plant material shall be healthy and firm, with proper proportions and have no serious injuries or objectionable disfigurements and defects to the bark or roots including but not limited to fungus, cankers or galls, insects, insect bores, disease, diebacks, frost cracks, sun scald, broken branches, broken balls, shriveled dry roots or mechanical injury. Any of these defects shall be reason for rejection.
- 5.5 Container-grown tree and/or plant material shall be well established and well rooted in the soil mix in their containers. Container-grown tree and/or plant material which shows evidence of being root bound, overgrown, recently canned or has girdling and/or kinked

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roots shall be rejected. When the container is removed, the root ball shall remain intact. When the trunk is careful lifted, both the trunk and root system shall move as one. The container shall be free of weeds.

- 5.6 The upper-most roots or the root collar shall be within 1” above the soil surface. The soil surface shall be no lower than 3” from the top of the container.